

OKLAHOMA CITY AREA INTER-TRIBAL HEALTH BOARD

JOB VACANCY ANNOUNCEMENT

Position: Epidemiology Center Manager
Location: Oklahoma City, OK
Status: Full-Time/Full Benefits

Department: Epidemiology Center
Reports To: Executive Director

Opening Date: November 15, 2010

Closing Date: November 30, 2010 at 5:00 p.m.

Job Duties: Under the general direction of the OCAITHB Executive Director and Epidemiology Advisory Council. Provides overall direction to the epidemiology center and supervises the epidemiology center employees. Plans, initiates epidemiological investigations and research services to tribes and state health departments in Oklahoma, Texas and Kansas. Works in collaboration with tribes, tribal programs, Indian Health Service (IHS), state and urban programs to develop and maintain surveillance related data collection, analysis, and interpretation to ensure comprehensive, quality health data are available and accessible to the Native American population. This information includes epidemiological analysis based on vital records, clinical data and other data sets. Establish and maintain effective working relationships with other IHS Areas, the IHS National Epidemiology Program, appropriate divisions of CDC and other academic institutions or agencies in matters of epidemiology and public health intervention. Actively participates in administration of the budget, writes and assists in creating proposals for funding, composes program reports, implement policies and procedures, and actively participates on local/state/national committees, and performs other related duties as required.

Knowledge: Must be able to apply advanced reasoning skills to problem solving and use basic and advanced mathematical skills. Ability to demonstrate professional knowledge of epidemiology research methods; and conduct epidemiological investigations of chronic and/or infectious diseases and associated complications, morbidity and mortality. Ability to specify study design, collection/retrieval of epidemiological data, and statistical data analysis. Ability to identify and work with staff from tribes, tribal organizations, IHS, state health departments, federal agencies and outside agencies to coordinate and develop epidemiology and surveillance activities. Implements strategies for integrating tribal health program staff into the surveillance system through development and provision of educational and skill development training pertaining to chronic and/or infectious disease surveillance. Demonstrate ability to use epidemiological data and prepare and review reports, tables, or publications that effectively and clearly provide an effective communication of the information.

Skills: Demonstrate knowledge and skills in medical informatics and the use of data sets in epidemiological methods. Must have and able to demonstrate excellent oral and written communication skills, presentation skills, decision making and time management skills, excellent problem solving skills, leadership and team building skills, ability to prioritize multiple projects, self-motivation skills, work effectively under pressure, ability to build positive work relationships with internal and external customers, ability to interact professionally with the public, maintain confidentiality, and computer skills and knowledge of technical and applicable software programs is required.

Experience: The ideal candidate will have a Ph.D. in epidemiology or related field. Minimum three years of experience in project supervision and administration. Experience with tribal organizations and/or not-for-profit agency is desirable. Grant writing and funding experience desired.

Competencies: Teamwork, effective communication, planning and organizing work, broad based analytical thinking, quality minded, initiative and problem solving.

Supervisory Authority: Exercises supervisory responsibilities in accordance with OCAITHB's policies and laws. Responsibilities include interviewing, recommending, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Reports directly to the OCAITHB executive director.

Travel: Travel may be required in the fulfillment of job requirements and training.

Equal Employment: Except for Indian Preference, consideration will be made without regard to any non-merit factors such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, membership or non-membership in any employee organization.

Reasonable Accommodations: Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when so doing would impose an undue hardship on the Indian Health Service.

Conditions of Employment: 1. Full-time grant funded appointment (Subject to grant continuation); 2. Applicants must possess and maintain a current State Driver's License; 3. Climbing, walking, standing, bending, and occasionally long hours.

Evaluation Methods

An evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. This will determine the highly qualified applicants among the basically qualified eligibles. Measurement of possessions of the KSA's will be accomplished through review of the application, the written narrative statement related to the KSA's, employment interviews and reference check results. You are highly encouraged to submit a written narrative statements to the KSAs with your application. Failure to substantiate your responses, exaggeration of your qualifications, or misrepresentation of your experience may result in a lower rating and consequently your chances of being considered for selection.

Ranking KSA's:

1. Mastery of communication principles, methods, practices and techniques, and skill in applying such mastery.
2. Professional knowledge of epidemiology concepts, principles, research methods; as well as experience in planning, implementing, monitoring, analyzing and evaluating all aspects of healthcare services delivery.
3. Knowledge and skills in medical informatics and the use of data sets in epidemiological methods.
4. Ability to meet, interact, and build positive work relationships with internal/external customers and a variety of tribes, organizations, groups, and individuals.
5. Skill in project administration and management.

Application Procedure

1. Review the entire Job Vacancy Announcement to compare your experience with the requirements of the position and identify required documents, if any.
2. Review the specialized skills and experience required for the position as stated in the Skills and Experience sections in the announcement. If you possess the skills and experience required, be sure this experience is described in your resume/application.
3. Review the Evaluation Methods section and submit your narrative statements as related to the KSAs with your resume/application.
4. **Mail Application and KSA:** Oklahoma City Area Inter-Tribal Health Board, Attention: Human Resources, P.O. Box 5826, Edmond, Oklahoma 73013. **ALL APPLICATIONS AND FORMS MUST BE RECEIVED BY 5:00 P.M. ON THE CLOSING DATE.** All applications become the property of the Oklahoma City Area Inter-Tribal Health Board and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted.
5. **Faxed Application and KSA:** Faxed application and KSA should be sent to (405)951-3902. Attention: Human Resources. Applicants are responsible for ensuring that application materials transmit successfully by the closing date. Vacancy Announcement Position Title must appear on the front page.
6. **Email Application and KSA:** Application and KSA should be sent as email attachment in Microsoft Word format or Adobe PDF to: Diddy.Nelson@ihs.gov. The Vacancy Announcement Position Title must be included in the subject line of the email. Required forms may be sent as email PDF attachments, faxed, or mailed as a hard copy. Application materials provided by different means must be cross-referenced as they may be easily combined. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.
7. **Additional Information Required with Application:** Accompanying documents must contain all of the information listed below in sufficient detail to make a determination that the applicant has the required qualifications for the position. Applicants for some positions must meet certification, licensure, or registration requirements, if required by law, in addition to meeting work experience and/or educational requirements.

Specifically, the information provided under high school, colleges and universities, work experience, and job-related training will be used to evaluate your qualifications for this position, in addition to your KSAs narratives.

- a. Position Title of the job for which you are applying.
- b. Full name, mailing address (with zip code), and day and evening telephone numbers (include area code).
- c. Social Security Number.
- d. Country of Citizenship.
- e. High School – Name, City, State, (Zip Code, if known), and date of diploma or GED.
- f. College and Universities Credit/Degrees – Name, City, State, (Zip Code, if known), Majors, Type and Year of any degrees received (if no degree show total semester or quarter hours earned).
- g. Work Experience (paid and non-paid) – Job title, duties, accomplishments, employer's name and address, Supervisor's name and phone number, starting and ending dates, hours per week and salary.
- h. Indicate if we may contact your current employer and supervisor.
- i. Job-related training courses, skills, honors, awards, special accomplishments.
- j. Verification of Indian Preference applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defines by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). An equivalent form is acceptable only when issued by a Tribe authorized by P.L. 93-638 contract to perform the certification functions on behalf of the BIA. All applicants must submit documentation satisfying one of the above requirements by closing date of the announcement.
- k. If the applicant is a Veteran, a copy of all DD-214 forms, one for each period of service is required.
- l. A copy of college transcript(s) or other education attainment, listing college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualifications Standards, copies of training certificates (non-college) must be submitted for appropriate credit.

This position is in a Smoke-Free Environment

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN STATUS, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or determination of suitability for employment.